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ANNUAL MANAGEMENT REPORT

SECTION II -- PRIORITY IMPROVEMENT PROJECTS

1. Project Title:

Records Management Training Program.

2. Identification of Program or Function Covered by Project:

Headquarters Regulation [] "The CIA Records Administration Program" as required by Public Law 754: "The Federal Records Act" which prescribes that each agency head maintain a continuing program to ensure more efficient and economical paper-work operations and to encompass management of records creation, use, and disposition.

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3. Summary Statement of Improvement Approach:

a. Brief Description of Project:

To provide training in the principles and techniques of records management to three distinct groups of Agency personnel as follows:

- (1) Senior Management officials to receive briefings on what Records Management is and what benefits they can expect by sponsoring an active records management program in their components.
- (2) Students of existing, selected, OTR Training Courses to receive brief presentations relating the records management practices and the Agency Program to their courses.
- (3) Supervisors, Administrative Officers, Records Managers, Systems Analysts and employees working on records and information processing to attend several different, one-day, special, work-shop-type seminars giving training in Agency and Government standards and procedures for improving records and information systems related to Agency administration and operations.

b. Reason Project was Selected:

Personnel limitations affecting the Central Records Staff require individual components to assume a more active role in this field. This in turn requires this specialized Training Project.

- c. Brief evaluation of the usefulness of primary improvement techniques (e.g. value analysis, cost effectiveness analysis, etc.) applied:

The cost of the training and briefings as compared with the savings from records reductions and increased efficiency are expected to be very favorable for the Government.

This Agency has no experience or actual cost comparisons as yet but National Archives and Records Service considers such courses to promote immediate savings in paperwork space, work mandays, equipment, and supplies.

4. Specifications of Improvement Objectives and Performance Indicators:

The three courses to be given this first year deal with Records Disposal, Records Systems, and Forms Management. Each student is expected to complete an improvement action within 30 days after completing the course.

The Officials and Administrators are expected to support the training effort and activate their component Records Management Program.

We have no previous experience and will know the improvement by the response received.

The initial objectives for FY 1973 are:

- (1) Briefings for at least 100 Senior Officers.
- (2) Briefings for some 150 OTR students.
- (3) Specialized Workshop Training for about 250 workers and supervisors.

5. Assessment of Performance:

SECTION II -- PRIORITY IMPROVEMENT PROJECTS

1. Records Management Training Program.

STAT 2. Headquarters Regulation ☐ "The CIA Records Administration Program" as required by Public Law 754: "The Federal Records Act" which prescribes that each agency head maintain a continuing program to ensure more efficient and economical management of records creation, use, and disposition.

3. This Project may be summarized as an improvement approach:

a. To provide training in the principles and techniques of records management to three groups of Agency personnel: (1) Senior officials (briefings on what Records Management is and what benefits they can expect from a program in their components), (2) Students of existing, OTR Courses (briefings relating Agency records practices to their courses), and (3) Supervisors, Administrative Officers, Records Managers, Systems Analysts and employees working on records (special, work-shop-type seminars for improving records and information systems related to Agency administration and operations.)

b. The increasing importance and costs of records and information systems necessitate greater management to reduce the required manpower, funds, space, and processing time. Also, personnel limitations effecting the Central Records Staff require individual components to assume a more active role in this field. This in turn requires this specialized Training Project.

c. This Agency has no experience or actual cost comparisons as yet but National Archives and Records Service considers such courses to promote immediate savings in paperwork space, work mandays, equipment, and supplies.

4. The officials and students are expected to support the training effort and activate their component Records Management Program. We have no previous experience and will know the improvement by the response and Program support received.

The three courses to be given this first year deal with Records Disposal, Records Systems, and Forms Management. Each Workshop student is expected to complete an improvement action in his component within 30 days after completing the course.

The initial objectives for the 3 groups during FY 1973 are: (a) Briefings for 100 Senior Officers at 6 half-hour sessions, (b) Briefings for some 400 OTR students at 18 one-hour presentations, and (c) Specialized Workshop Training for about 250 workers and supervisors at 15 seven-hour seminars.

5. Assessment of project performance and accomplishment will be completed in June 1973.